



## City of Cathedral City Employment Opportunity

### PUBLIC SAFETY DISPATCHER I AND II

Indicate position on application

The City offers an excellent benefit package that includes City-paid PERS Contribution; 2%@55, vacation & sick leave, 457 Plan, life and disability insurance coverage; employee health, dental, and vision coverage; uniform allowance, shift differential and more. Health coverage is on a joint contribution basis for dependents.

#### **PUBLIC SAFETY DISPATCHER I: SALARY: \$2,784.62 – 3,387.35 mo.**

This is the entry level class where new employees learn Police dispatching and City policies and procedures related to the dispatch of emergency and non-emergency calls, initially under close supervision. As experience is gained, duties become more diversified and are performed independently. After gaining experience and demonstrating proficiency employees promote to the next higher class.

**QUALIFICATIONS:** Equivalent to graduation from high school and one year experience that includes radio dispatch or regular public contact work. Must be able to operate a computer keyboard, type 35 wpm, and learn to operate a two-way radio. Must be able to think and act quickly and calmly in emergency situations, handle multiple priorities and speak clearly.

#### **PUBLIC SAFETY DISPATCHER II: SALARY: \$3,225.45 – 3,920.30 mo.**

This is the journey-level class for fully trained Dispatchers who independently perform emergency 911 dispatching and assist in the training of new employees.

**QUALIFICATIONS:** (1) Must have successfully completed the Public Safety Dispatcher's Basic Course or have passed the POST Basic Dispatcher Training Equivalency Examination, and (2) completed probation as a Public Safety Dispatcher with the City or during previous employment.

**DEFINITION OF POSITION:** Serves as an emergency 911 dispatch operator for Cathedral City Police and Fire emergency and non-emergency calls on multi-channel, two-way radio equipment; maintains radio control with mobile and portable units; responds to officer-initiated radio calls and requests and disseminates suspect information from computer data bases, prior calls, and bulletins; monitors closed circuit security cameras; operates computer terminal and maintains continuously updated information; handles in-house and radio paging; handles public inquiries and complaints; maintains logs and completes forms; performs clerical duties such as typing, assists in the orientation and training of new employees.

#### **REQUIREMENTS AND WORK ENVIRONMENT**

Public Safety Dispatchers must be willing to work evening, night, weekend and holiday shifts on a rotating basis, must be available for call-back and hold-over as needed. Daily work is sedentary for several hours on a shift in a confined area using a radio headset and operating a computer terminal. Must obtain Post Basic Dispatcher and Department of Justice CLETS/CJIS operator certifications prior to completion of probation as Public Safety Dispatcher I.

#### **APPLICATION AND SELECTION PROCEDURE**

You must file an official City application. All application materials must be received in the Human Resources Department. Selection process will include: application screening in relation to position criteria, written test (Public Safety Dispatcher II applicants will be exempt from the written test), typing test, oral board interview, and a final interview with the Chief of Police. Candidates must be successful on each part of the testing process in order to be placed on the Public Safety Dispatcher Eligibility list.

#### **FINAL FILING DATE: CONTINUOUS**

Applicants will be tested on an as-needed basis from applications on file.

You may request an application by visiting our web page at [www.cathedralcity.gov](http://www.cathedralcity.gov) ; by calling our job hotline at (760) 770-0365, or in person at City Hall 1<sup>st</sup> Floor Reception, Cathedral City located at 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 AM to 5:30 PM, Monday through Thursday.

Selected candidates must pass a pre-employment physical exam, drug screen, psychological evaluation (written/oral), and an extensive background investigation.

For Commission on Peace Officer Standards and Training information, visit <http://www.post.ca.gov/selection/> . Complete information is available on the tests and procedures required to become a Public Safety Dispatcher.